



## Rental License Application –City of Tualatin

Address: 18880 SW Martinazzi Ave. Tualatin, OR 97062

Contact: Cathy Hayes | Phone: 503.691.3058 | E-mail: [chayes@ci.tualatin.or.us](mailto:chayes@ci.tualatin.or.us)  
Additional information may be found on the website at [www.tualatinoregon.gov](http://www.tualatinoregon.gov)

Business/Owner/Management Information:		
Section A:	<b><u>Marked with * REQUIRED</u></b>	
	Property Name (exp. Apartment complex):	
	*Rental Owner:	
	*Rental Location Street Address:	
	*City:	* State, Zip
	Owner Phone Number:	
	Owner email address:	
	* Business Mailing Address : <input type="checkbox"/> same as above or list below	
	*Property Management: <input type="checkbox"/> same as owner or list	
	Management Name:	
	Address:	
	City:	State, Zip
	Property Manager email:	Property Management phone:
<b>Exempt?: Proof Required</b>		
Section B:	<input type="checkbox"/> Rental(s) with a recorded deed restriction that require units to be rented affordably to households at or below 50% of the Area Median Income.	
	<input type="checkbox"/> Rental(s) under contract with a public agency that requires the rental to be inspected annually and verifies the dwelling is rented to a low income household.	
	<input type="checkbox"/> Rental(s) designated as senior or disabled housing by a public agency.	
<b>Rental License Fees:</b> (fees are based on the number of rental units)		
Section C:	* State the actual number of rental units in Tualatin (exclude owner or manager occupied): _____	
	Per Unit: \$10.00	***Currently we accept payment by check, cash, or credit card***
	x number of units: _____	Payable to:
	Total \$ _____	<b>City of Tualatin</b> <b>Attention: Rental Licensing</b> <b>18880 SW Martinazzi Ave</b> <b>Tualatin, OR 97062</b>
	EXEMPT: Meet the criteria above. An application must be submitted.	

Please note: *Renewals are due March 31. After the due date, a penalty of \$100 will be assessed to the owner for each unpaid per unit fee if the annual fee is not paid by the date specified. The license will not be renewed until paid in full. Please contact us with any change of address or ownership.*

## \* Required - Acknowledgment:

Section D:

Every person who owns or operates a residential rental unit must first obtain an annual Rental Housing License at a cost of \$10 per unit. This applies to all buildings or portions of buildings that are legally used for human habitation, including manufactured dwellings and are covered by a rental agreement.

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Please review the full code for more details on license exemptions, fee, fines, and the complaint process.

**As a rental property owner, you must also provide a copy of TMC 6-13 to each rental unit.** This form is available to copy and print from the website [www.tualatinoregon.gov/forms/rental housing](http://www.tualatinoregon.gov/forms/rental%20housing).

Tualatin Municipal Code Chapter 6, Section 13 (TMC 6-13) establishes Rental Housing Maintenance Standards in an effort to safeguard the health, safety, and welfare of the owners, occupants and users of residential rental buildings and the neighbors to these properties. The code is intended to supplement the habitability standards of the Oregon Residential Landlord and Tenant Act, ORS 90.100.

The City of Tualatin rental license is renewed on a yearly basis beginning on April 1st and expiring on March 31st and non-refundable.

☐ I am in compliance with the City's License Requirements (Tualatin Municipal Code Chapter 6-13) (requirements on website- [www.tualatinoregon.gov](http://www.tualatinoregon.gov) – Forms – Rental Housing). I will provide one copy to each rental unit.

**\*\*\*I hereby certify that the information contained herein is true to the best of knowledge. I hereby agree to abide by the ordinances of the City and to correct any hazards or violations as they may pertain to the above rental. Issuance of this license does not guarantee that the use conforms to the City of Tualatin land use regulations.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Admin Use Only:

County

License #: